

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OC-AMD Staff Notes - 13-16 November 1984

EXTENSION

NO.

DATE

C/OC-AMD

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

26 NOV 1984

26 NOV 1984

d

2.

DD/CO

27 NOV 1984

27 NOV 1984

am

3.

OC-EXA

27 NOV 1984

27 NOV 1984

G

4.

OC-MLS

27 NOV 1984

27 NOV 1984

Rag

5.

OC/OL/IMC

Archiving

6.

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13.

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15.

CONFIDENTIAL

OC 10711-84

26 NOV 1984

MEMORANDUM FOR: Director of Communications

25X1 FROM:

Chief, Administrative Management Division, OC

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1. During the week, Panel N experienced a gain of 1 technician and no losses. Panel N is 11 technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is 27 technicians under strength. Panel MCD experienced a gain of 2 personnel and no losses. The Panel is currently 87 employees over authorized ceiling. There are 119 EOD students in training, while 14 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently 61 personnel under strength.

2. Representatives from AMD and PMCD met with DND to discuss the on-going position evaluation survey of HFG/DND. The primary topic was the establishment of a survey schedule agreeable to both DND and PMCD; however, several items concerning the survey were also resolved.

3. Because of the issuance of a new Agency pay schedule for certain occupations, it has been determined that the possibility exists that some OC offices employ personnel who may qualify for pay under the schedule. Chief, PAB/PMAS has been working with OC office representatives to ensure that all qualified employees are included on this new salary scale.

4. PSS scheduled three mini-skills sessions on CEMLOC (locator) cards for OC's CEMLOC Control Point Officers. The sessions will be given by OP, Transactions and Records Branch, on 30 November, 7 and 14 December 1984.

25X1 WARNING NOTICE - INTELLIGENCE
SOURCES OR METHODS INVOLVED

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5. PSS processed two requests to the DDA requesting an exception to the new Agency compensation policy to permit the hiring of an Independent Contractor at the GS-15 Step 10 pay cap.

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7. Two OC and 1 OP recruiters attended the NCOA Job Fair in Norfolk, Va., on 16 November 1984. A total of 51 applicants attended our presentation at the Ramada Inn. Thirty-six were tested for TCS, UES and ET.

8. A special running of the Chillers and Generators course is being conducted for a [] contingent.

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9. Thirteen OTD and two TTD instructors were TDY during this period providing domestic and overseas support.

10. [] returned from Tempe, Arizona after completing three weeks training at [] workshop in Instructional Module Development. The Instructional Support Department plans to commence a Communications School pilot project in Criterion Referenced Instruction (CRI) Instructional Module Development in December 1984.

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12. The D/CO provided a one-hour presentation to Class 1-85 on 16 November concluding the "Introduction to Office of Communications Course". The presentation was videotaped in color for use in future applications.

13. The Inspector General team will be [] from 26 to 28 November.

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